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ABSTRACT

Supporting performance objective 55 of the V-TECS (Vocational-Technical Education Consortium of States) Secretarial Catalog, both a set of student materials and an instructor's manual on performing keypunch activities are included in this packet. (Keypunch equipment is required.) The student materials include three student activities and a check-out activity relating to programming, punching, and verifying information for a simulated company. Related simulated forms are also included. The instructor's manual includes directions for duplicating simulated materials, a suggestion for administering the check-out activity, and answer keys for the three student activities. The materials are designed for self-paced individual instruction and may be adapted for use with large groups. (A separate booklet--CE 016 911--describes contents for this packet and lists contents in several other sets--seventy-eight packets in all--based on the same V-TECS catalog.) (JT)

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ED155461

PERFORMING KEYPUNCH ACTIVITIES

STUDENT MANUAL

Prepared by

Pat Chapman

These materials support
Performance Objective 55 of the
V-TECS Secretarial Catalog

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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CE016 972

PERFORMING KEYPUNCH ACTIVITIES

INTRODUCTION

One of the basic demands of businesses today is efficiency! Accurate and quick recording of data is an essential skill for every office worker. In this module you will learn to take information from source documents and transcribe it into machine language, using a keypunch machine. The keypunch keyboard resembles your typewirter keyboard; however, a ten-key section is also included for recording numeric data. In this learning activity package your job is to program, punch, and verify information for O'Rear and Holden, Inc., your employer.

DIRECTIONS

Read the objectives. If you feel you are already able to perform the tasks, proceed to Check Out Activity I,

or

If you need to complete learning activities in order to do the tasks, study and perform Student Activities I, II, and III.

OBJECTIVE

After learning the parts and basic operation of the keypunch machine, the student will be able to prepare a program from given source documents and verify the cards with 100 percent accuracy within five to seven regular 55-minute class periods.

PREREQUISITES

You should know how to type and be familiar with the ten-key adding machine keyboard. You will need to review your operator's manual before completing the Check Out Activity.

Name _____

Date _____

STUDENT ACTIVITY I

IDENTIFYING MACHINE PARTS

Directions: Study your operator's manual and familiarize yourself with the major parts of the keypunch machine. Then, identify them for your instructor and choose the correct terms for the following ten definitions.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

A. SKIP
B. WORD
C. BIT
D. CHIP BOX
E. POWER ON/OFF
F. COLUMN
G. RECORD
H. DUP
I. NUMERIC
J. FIELD

From the above list, choose the correct term to fit the following definitions. Write the letter in the blanks provided below.

1. _____ A box located beneath the tabletop to catch the card chips
2. _____ Data punched in a card relevant to one segment of information
3. _____ The automatic entry of data from the previous card
4. _____ Fast spacing; the automatic entry of blanks
5. _____ One of the twelve possible punch positions within a column
6. _____ That portion of a record that contains a particular category of information
7. _____ A group of characters separated from other character groups by at least one space
8. _____ The individual position within a record, field, or word that may contain one character of data
9. _____ The switch located below the tabletop
10. _____ Keyboard shift indicator, active only in the program mode and lights when only the numeric keys, the dash, and the space bar are active

STUDENT ACTIVITY II

MAKING A PROGRAM DRUM CARD

Directions: Study your operator's manual and familiarize yourself with the task of preparing and punching a program drum card.

The program drum card is used to direct the machine to perform certain processes automatically. Various operations, such as alphabetic and numeric shift, skip, and duplication, are commonly used when coding a program drum card. Remember, a field is one or more columns set aside to designate a particular type of information. The types of punching used to control these particular functions are reviewed for you below:

To program a drum card to shift to a numeric mode:

1. Leave a blank in the first column of the field.
2. Punch an ampersand (&) in the remaining columns of the field.

To program a drum card to skip automatically:

1. Place a dash (-) in the first column of the field.
2. Punch an ampersand (&) in the remaining columns of the field.

To program a drum card to duplicate automatically on numeric mode:

1. Place a zero (O) in the first column of the field.
2. Punch an ampersand (&) in the remaining columns of the field.

To program a drum card to shift to an alphabetic mode:

1. Place a one (1) in the first column of the field.
2. Punch an (A) in the remaining columns of the field.

To program a drum card to duplicate automatically in alphabetic mode:

1. Place a zero plus a one (0 backspace 1 = ⧫) in the first column of the field.
2. Punch an (A) in the remaining columns of the field. Remember to depress the number shift when punching in an alphabetic field. Every column of a program drum is punched except when you are defining numeric field.

A program coding sheet like the one in your package is used to chart out the drum card specifications. Many keypunchers fill in a chart before beginning each job.

STUDENT ACTIVITY II

MAKING A PROGRAM DRUM CARD, (cont'd.)

Directions: Identify the following drum card codes by placing the correct letter beside the number of each card.

A. Numeric Shift

B. Automatic Skip

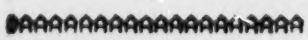
C. Print Suppression

D. Numeric Duplication

E. Alphabetic Shift

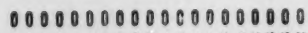
F. Alphabetic Duplication

1. _____



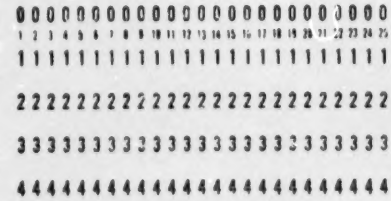
2. _____

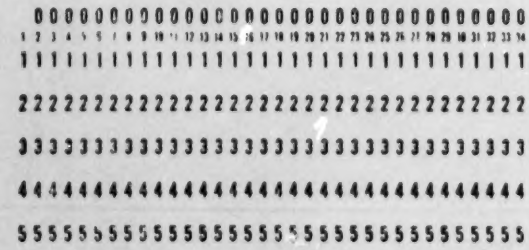
3. _____



4. _____

5. _____





STUDENT ACTIVITY III

VERIFYING PUNCHED CARDS

Every keypuncher must be familiar with many types of source documents – journals, invoices, checks, time cards, inventory sheets, etc. In addition, one is frequently responsible for the accurate records of many departments within an organization. Consequently, verifying (or checking) cards is an important task. To verify a card with a source document such as an invoice, ask yourself these questions:

1. Is the name spelled accurately?
2. Is the date accurate?
3. Is the invoice number correct?
4. Does the quantity, description, catalog number, unit price, and the total amount agree with the invoice information?
5. Finally, is the information punched in the appropriate columns?

Directions: Below is an invoice for Kramer Auto Sales. Use it to verify the punched card. Record your answers on the following page. Verify the card information with the invoice. Then, record an (x) on the line if the card information is correct. If not, record the correct answer on the Answer Sheet.

STS, INCORPORATED . 71 N. CENTRAL . CLEMSON, SC 29631

SOLD TO: Kramer Auto Sales
74 Gramville Heights
Sumter, SC 29150

Invoice No. 2732

Date 12-12-19--

Purchase Order No. 2732

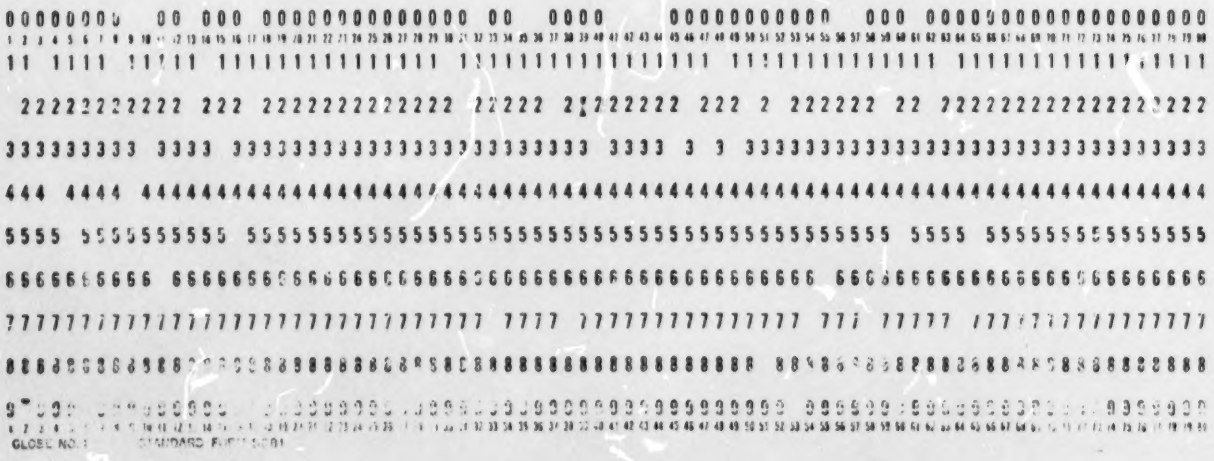
Terms: 2/10,n/30

Shipped Via UPS

QUANTITY	DESCRIPTION	CAT. NO.	UNIT PRICE	TOTAL
3	Black	82976	7.25	$21.75

	Column	Field Name	Card Information
1.	Columns 1–30	Customer Name	Kramer Auto Sales
2.	Columns 31–34	Date	12/07
3.	Columns 35–40	Invoice Number	002723
4.	Columns 41–45	Quantity	00003
5.	Columns 46–50	Description	black
6.	Columns 51–55	Catalog Number	82975
7.	Columns 56–60	Unit Price	00725
8.	Columns 61–65	Total	02175

KRAMER AUTO SALES 1207 00272300003BLACK82976 00725 02175



ANSWER SHEET

	Column	Field Name	Card Information
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____

CHECK OUT ACTIVITY I

You work for the firm of O'Rear and Holden, Inc., a company which distributes handbags, belts, costume jewelry, hats and similar items to boutiques and specialty shops. Your company purchases these items from various manufacturing firms which usually specialize in several main items.

Your position is that of keypunch operator in the accounts payable department. You are to prepare a program card for accounts payable accounts and punch individual cards from the source documents given. After the set of cards is punched, the set is to be verified. Finally submit it to your instructor.

The card layout chart given in this packet will be used to chart your program card. Use the same program card for all 15 invoices. Do not punch a card for the total on each invoice.

Follow these steps to complete this job:

1. Be sure your source documents are in numerical order, such as 00123, 11896, 21356, etc.
2. Make your program card. Submit the program card to your instructor for approval before you continue.
3. Load the program card.
4. Turn the auto release and program switches on. Punch the first invoice, keying in all information in the appropriate fields.
5. After the first card from an invoice has been punched, turn the auto skip/dup switch on to automatically duplicate data to be repeated for each item. IMPORTANT: Before punching column 80 (or 96) of the LAST card for each invoice, turn the auto skip/dup switch off. This will allow you to begin punching in column 1 of the card for the next invoice.
6. Repeat steps 4 and 5 for each invoice.
7. If the machine has been turned off since the punching operation, reload the program card.
8. Use the original source documents to verify the cards.
9. The cards must be 100 percent accurate when you submit them to your instructor.

LEATHER GOODS, INC.
1401 Cattlebrook Station
Austin, TX 76431

INVOICE 02134

Date April 17, 19--

Our Order No.

Cust. Order No.

Sold to

O'Rear and Holden, Inc.
1103 Jessamine Road
Carolina Wren, SC 29210

Terms

Shipped Via

Quantity	Description	Cat. No.	Unit Price	Total
10	leather belts, brown	1063	6.02	60.20
100	Key cases, brown	2961	2.40	240.00
72	Wallets, ladies, brown	3072	8.42	606.24
60	Gloves, leather, brown	4136	2.46	147.60
	TOTAL			1,054.04

Checked by: Salesman:

YOUNG COSTUME JEWELRY
Four Diamond Lane
Chicago, IL 60612

INVOICE 02135

Sold to O'Rear and Holden, Inc.
1103 Jessamine Road
Carolina Wren, SC 29210

Date 3-31-
Our Order No.
Cust. Order No.
Terms
Shipped By

Quantity	Description	Cat. No.	Unit Price	Total
10 doz.	Leather earrings	1093	$20.00	200.00
5 doz.	Chain bracelets	3714	18.37	91.85
14 doz.	Leather Necklaces	6843	24.18	338.52
	TOTAL			$630.37

Checked by: **Salesman:**

YOUNG FASHIONS, INC.
Blackmon Circle
Claxton, GA 30417

INVOICE 02136
DATE April 7, 19--

SOLD TO O'Rear and Holden, Inc.
1103 Jessamine Road
Carolina Wren, SC 29210

OUR ORDER NUMBER:
YOUR ORDER NUMBER:
SHIPPED BY:
TERMS:

Quantity	Description	Cat. No.	Unit Price	Total
9 doz.	Prewashed denim jeans	1111	60.00	540.00
6 doz.	Prewashed jumpsuits	1112	73.86	443.16
4 doz.	Wrap skirts, denim	1113	79.07	316.28
2 doz.	Slacks, green denim	1061	88.67	177.34
6 doz.	Slacks, navy denim	1062	88.67	532.02
1 doz.	Slacks, red denim	1063	88.67	88.67
	Assorted sizes (6-16)			$2,097.47

CHECKED BY: **SALESMAN:**

Buckle-up, Inc.
106 Waistland Drive
Boone, NC 28607

INVOICE NUMBER 03031

SOLD TO
O'Rear and Holden, Inc.
1103 Jessamine Road
Carolina Wren, SC 29210

DATE : March 10, 19--
OUR ORDER NUMBER :
YOUR ORDER NUMBER :
TERMS:

SHIPPED BY:

Quantity	Description	Cat. No.	Unit Price	Total
1 doz.	Belts, macrame	1012	38.40	38.40
4 doz.	Belts, denim	1014	21.80	87.20
6 doz.	Belts, denim, leather	1016	36.28	217.68
8 doz.	Belts, clear plastic	1017	26.94	215.52
	Assorted sizes (22-32)			
	TOTAL			$558.80

CHECKED BY: SALESMAN:

MARSHALL SPORTSWEAR
606 Tucker Boulevard
Smyrna, TN 37167

INVOICE 11742

Sold to
O'Rear and Holden, Inc.
1103 Jessamine Road
Carolina Wren, SC 29210

Date April 17, 19--
Our Order No.
Cust. Order No.
Shipped Via

Terms

Quantity	Description	Cat. No.	Unit Price	Total
4 doz.	Long sleeve shirts	8921	70.00	280.00
2 doz.	Short sleeve shirts	7486	65.00	130.00
6 doz.	Wrap skirts	8642	83.30	499.80
	All assorted sizes (6-16)			
	TOTAL			$909.80

Checked by: Salesman:

COSCOT JEWELRY, INC.
1314 Stief Street
Meredith, NH 03253

INVOICE 14136
Date 4-10-

Sold to
O'Rear and Holden, Inc.
1103 Jessamine Road
Carolina Wren, SC 29210

Our Order No.
Cust. Order No.
Terms
Shipped Via

Quantity	Description	Cat. No.	Unit Price	Total
1 doz.	Pierced earrings, loop	1192	19.63	19.63
1 doz.	Pierced earrings, pearl	1193	10.08	10.08
1 doz.	Pierced earrings, pendant	1194	14.68	14.68
2 doz.	Pierced earrings, gold	1195	26.08	52.16
	TOTAL			$96.55

Checked by :
Salesman:

Swimwear Togs
Wade Hampton Boulevard
Lake City, FL 32055

INVOICE 16063
Date 4-17-

Sold to
O'Rear and Holden, Inc.
1103 Jessamine Road
Carolina Wren, SC 29210

Our Order No.
Cust. Order No.
Terms
Shipped Via

Quantity	Description	Cat. No.	Unit Price	Total
4	Catalona Bikini suits	9086	16.00	64.00
6	Susan Newman suits	1113	18.00	108.00
14	Liz Stuard suits	6162	23.96	335.44
21	Rona of Hilton Head	0030	17.06	358.26
	Assorted sizes (6-18)			
	TOTAL			$865.70

Checked by:
Salesman:

RAMO SHIRT CO.
111 Aberdeen Street
Nashville, TN 37205

INVOICE 21366

Date 3-30-

Sold to O'Rear and Holden, Inc.
1103 Jessamine Road
Carolina Wren, SC 29210

Our Order No.

Cust. Order No.

Terms

Shipped Via

Quantity	Description	Cat. No.	Unit Price	Total
1 doz.	Oxford shirts	1613	67.00	67.00
2 doz.	Scene shirts	2809	72.00	144.00
3 doz.	Layer look shirts	3113	56.44	169.32
5 doz.	Sweater shirt	4044	84.16	420.80
	Assorted sizes			
	TOTAL			$801.12

Checked by: Salesman:

BARNEY & SONS MILLINERY
4301 Industrial Road
Chapel Hill, NC 28754

INVOICE 21735

Date April 2, 19--

Sold to O'Rear and Holden, Inc.
1103 Jessamine Road
Carolina Wren, SC 29210

Our Order No.

Cust. Order No.

Terms

Shipped Via

Quantity	Description	Cat. No.	Unit Price	Total
8	Hats, felt, brown	9990	6.88	55.04
10	Hats, felt, blue	9991	6.88	68.80
15	Hats, felt, yellow	9992	6.88	103.20
15	Hats, felt, green	9993	6.88	103.20
12	Hats, leather, brown	8886	12.00	144.00
10	Hats, leather, tan	8885	12.00	120.00
8	Hats, leather navy	8884	12.00	96.00
16	Hats, leather, white	8883	12.00	192.00
15	Hats, leather, bone	8882	12.00	180.00
	TOTAL			$1,062.24

Checked by: Salesman:

SOUTH HILL MANUFACTURING
Ninety Six, SC 29666

INVOICE 31403

Sold to
O'Rear and Holden, Inc.
1103 Jessamine Road
Carolina Wren, SC 29210

Date April 18, 19--
Our Order No.
Cust. Order No.
Terms
Shipped Via

Quantity	Description	Cat. No.	Unit Price	Total
2 doz.	Credit Card holders	0003	50.16	100.32
1 doz.	Credit card holders	0004	46.18	46.18
3 doz.	Credit card holders	0005	67.50	202.50
	TOTAL			$349.00

Checked by: Salesman:

SPECIALTY PRODUCTS
106 Clemson Highway
Greenville, SC 29608

INVOICE 41526

Sold to
O'Rear and Holden, Inc.
1103 Jessamine Road
Carolina Wren, SC 29210

Date March 21, 19--
Our Order No.
Cust. Order No.
Terms
Shipped Via

Quantity	Description	Cat. No.	Unit Price	Total
100	Bandana, denim	7008	.68	68.00
150	Bandana, red	7009	.62	93.00
110	Bandana, yellow	7010	.65	71.50
20	Scarves, gamecock	7123	1.15	23.00
20	Scarves, tiger	7124	1.15	23.00
25	Scarves, bulldog	7125	1.15	28.75
80 pr.	Sandals, leather	6066	13.60	1,088.00
60 pr.	Sandals, canvas	6162	10.50	630.00
25 pr.	Sandals, hemp	6163	17.60	440.00
	Sandals in assorted sizes (4-11)			
	TOTAL			$2,465.25

Checked by: Salesman:

YOUNG FASHIONS, INC.
Blackmon Circle
Claxton, GA 30417

INVOICE 76534

Date March 30, 19--

Our Order No.

Cust. Order No.

Sold to
O'Rear and Holden, Inc.
1103 Jessamine Road
Carolina Wren, SC 29210

Terms

Shipped Via

Quantity	Description	Cat. No.	Unit Price	Total
12	Zip skirts, floor length	9291	7.83	93.96
10	Elastic belt skirts	9063	9.44	94.40
10	Zip skirts, short	8091	5.96	59.60
	TOTAL			$247.96

Checked by:

Salesman:

MULTIPLE ACCESSORIES
361 Main Street
Isle of Wright 23397

INVOICE 84831

Date March 21, 19--

Our Order No.

Cust. Order No.

Sold to
O'Rear and Holden, Inc.
1103 Jessamine Road
Carolina Wren, SC 29210

Terms

Shipped Via

Quantity	Description	Cat. No.	Unit Price	Total
115	Necklace, beaded	6063	4.25	488.75
115	Necklace, chain	6064	2.37	272.55
75	Necklace, leather	6065	6.36	477.00
115	Bracelets, beaded	5063	3.25	373.75
115	Bracelets, chain	5064	2.27	261.05
75	Bracelets, leather	5065	3.36	252.00
	TOTAL			$2,125.10

Checked by:

Salesman:

HOLLAND GLOVE COMPANY
2013 Hands Street
Brawley, CA 92227

INVOICE 89871

Date 4-13-

Sold to: O'Rear and Holden, Inc.
1103 Jessamine Road
Carolina Wren, SC 29210

Our Order No.

Cust. Order No.

Terms

Shipped Via

Quantity	Description	Cat. No.	Unit Price	Total
11 pr.	Gloves, brown suede	0102	7.15	78.65
8 pr.	Gloves, navy suede	0103	7.15	57.20
7 pr.	Gloves, tan suede	0104	7.15	50.05
10 pr.	Gloves, black kid	1101	8.55	85.50
5 pr.	Gloves, brown kid	1102	8.55	42.75
4 pr.	Gloves, tan kid	1103	8.55	34.20
12 pr.	Gloves, white nylon	2621	2.00	24.00
12 pr.	Gloves, bone nylon	2624	2.00	24.00
	TOTAL			$396.35

Checked by: Salesman:

YE OLE BAG, INC.
YORKVILLE, ILLINOIS 60560

INVOICE 92930

Date 4-22-

Sold to: O'Rear and Holden, Inc.
1103 Jessamine Road
Carolina Wren, SC 29210

Our Order No.

Cust. Order No.

Terms

Shipped Via

Quantity	Description	Cat. No.	Unit Price	Total
6	Handbags, black shoulder	5644	14.90	89.40
6	Handbags, navy shoulder	5645	14.90	89.40
15	Handbags, Denim	6644	6.50	97.50
30	Handbags, Red print	6648	5.00	150.00
20	Handbags, white eyelet	7172	3.00	60.00
	TOTAL			$486.30

Checked by: Salesman:

CARD LAYOUT CHART

If you prefer, you may use the information below to make your program card rather than the Coding Form.

Name of Field	Columns From	Columns Through	Number of Columns	Program Punching Code
Vendor	1	24	24	D (alpha)
Date	25	30	6	D (numeric)
Invoice number	31	35	5	D (numeric)
Quantity	36	38	3	N
Description	39	65	27	A
Catalog number	66	69	4	N
Unit price	70	74	5	N
Gross amount	75	80	6	N
Skip	81	96	16	S (on 96 column machine)

VIII—17

CODING FORM

PROGRAM											PAGE OF
PROGRAMMER Student's Name	DATE										

VENDOR NAME	DATE OF INVOICE	INVOICE NO.	QTY.	DESCRIPTION	CAT. NO.	UNIT PRICE	GROSS AMT.	SKIP 81-96
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24	25 26 27 28 29 30	31 32 33 34 35	36 37 38	39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64	65 66 67 68 69	70 71 72 73 74	75 76 77 78 79 80	81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96

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INSTRUCTOR'S MANUAL

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State Department of Education
Office of Vocational Education
Office Occupations Education
Columbia, South Carolina 29201

In Cooperation With

Vocational Education Media Center
Clemson University
Clemson, South Carolina 29631

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INSTRUCTOR'S MANUAL

PERFORMING KEYPUNCH OPERATIONS

Review this module carefully before beginning instruction. The following perishable items must be duplicated:

1. Student Activity I

   Student Activity Sheet I – Identifying Machine Parts

2. Student Activity II

   Student Activity Sheet II – Making a Program Drum Card

3. Student Activity III

   Student Activity Sheet III – Verifying a Punched Card

4. Check Out Activity I

   (a) Have 80 or 96 column cards available for your students
   (b) Coding Form (optional)

In Check Out Activity I, two students may work together...sorting the documents in numerical order and verifying each others cards. Encourage each student to make a program drum card–even though it will be identical for each student. The first student could punch all of the data from the 15 source documents; the second student could load the program drum card and use the 15 source documents to verify the cards punched by the first student.

Keys are included in your manual for Student Activities I, II, and III.

STUDENT ACTIVITY I

KEY

Point out 10 parts of machine – Suggested items.

1. Column indicator
2. Card hopper
3. Reading station
4. Backspace key
5. Chip box
6. On/off switch
7. Program unit
8. Punching station
9. Drum card
10. Card stacker

1. D
2. G
3. H
4. A
5. C
6. J
7. B
8. F
9. E
10. I

STUDENT ACTIVITY II

KEY

1. F
2. A
3. D
4. E
5. B

STUDENT ACTIVITY III

KEY

	Column	Field Name	Card Information
1.	✗	✗	✗
2.	31 (not 30)	✗	12/12 (not 12/ø7)
3.	✗	✗	2732 (not 2723)
4.	✗	✗	✗
5.	✗	✗	✗
6.	✗	✗	82976 (not 82975)
7.	✗	✗	✗